The purpose of this data collection is to gather program and services information that students receive throughout the school year. This information is used for federal and state reporting. It is the result of the combined effort of several divisions within the Department of Education to consolidate all data collections.   There may be additional fields added as other data collections from other divisions are assessed. Public schools, charter schools, and accredited nonpublic schools should report data. This data is required for **all students**; it should be considered as an expansion of the STN Lookup. Students that are being educated by your school(s) are receiving a service; therefore the grade level will be reported on for all students. Programs and services data is data that is specific to each student that changes each year and throughout the year. A record for each student should be sent to the Application Center **prior to the collection of a specific data collection cycle**. Multiple schools can submit a DOE-PS record for one student. The educating school and a school that provides speech services can both report a record for a student.

Audience
This is a required collection for public schools, accredited nonpublic schools, charter schools, and freeway schools.

Instructions

The DOE-PS file will contain data that are due on specific dates.   The file must contain all the fields in the order described and must contain the data required for each field by the due dates(s). The fields can be populated at as soon as the student's information becomes available to you. Validation of the data will not begin until the required collection period begins for specific fields. Provide data for all students being served by your school. The required data should be collected, combined into a file and submitted to the Department of Education via the Application Center. The file may be in any of the formats contained in this document.

The next REQUIRED collection period begins **June 1, 2005.** The fields needed for this collection have a Due Date of June. This collection coincides with obtaining the grade level for DOE-AT Attendance, DOE-TI Title 1, Stewart McKinney Homeless, School Choice, etc.

If a student was a Title I Participant and then leaves your school, this data can be reported for your school at the end of the year when Title I data is requested. The DOE-TI data layout will be made available so that the data appropriate to Title I can be collected. Field 20 will be used as a check and balance to determine participation. A student will have only one record per school but can have a record submitted by multiple schools when the student is served in these specific program areas where the student would transfer to throughout the school year.

Additional fields 14, 15, 17, 18, and 19 have specific due dates of the 2005-2006 school year. The fields themselves are required at this time, not the data. Please follow the field specifications for instructions on reporting for the 2004-2005 school year.

Reporting A Student
1. Report data for the student that was in attendance at any time during the school year.
2. Report data for the student that was served in any program area stated on this data layout during the school year.
3. Report data for the student with the appropriate grade level. Current grade level is acceptable for those students participating early in the school year and would now have a different grade level at the end of the school year.

Review the Application Center Calendar frequently for exact dates and notification of the data collection period. During this time you are required to submit a file, review the processing results of the file for errors, and review the reports in the Message Center for accuracy. These reports are provided for you under Reports and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of the final collection date.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	DUE DATE
1	**School Number**	4	State Assigned School ID **Allowable values are:** Valid School number 9999 when grade=PW or PK and <u>Facility</u> not blank **Required Field**: Yes	School building id When the school number is not a state assigned school number, use 9999 Refer to field 21, Facility	October 1 December 1 June
2	**Corp of Legal Settlement**	4	State Assigned Corp ID **Allowable values are:** Valid public Corp number 9999 – out of state **Required Field**: Yes	Corporation number where the student is legally settled Public school corporations only 9999 for students who are legally settled out of state.	October 1 December 1 June
3	**Student Test Number (STN)**	9	Official Student Test Number (STN) assigned to student **Required Field**: Yes	STN Number must already exist in the STN Lookup	October 1 December 1 June
4	**Grade Level**	2	**Allowable Codes Are:** PW = Pre-School Ages 0-2 PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult **Required Field**: Yes	Pre-Kindergarten students should only be reported once they are confirmed to be attending. Do not report students during pre-registration. Pre-Kindergarten students, age 5, are students who are not eligible for Kindergarten because their birth date falls after the official enrollment date for Kindergarten. PW – students who are provided Special Education services or Title I services from birth through Age 2. **13 =Grade 12+/Adult**: These may be students who received *Certificates of Achievement* or *Course Completion* and who have returned for further education and to possibly earn a regular or other diploma.	October 1 December 1 June
5	**Special Education Participant**	1	Does this student have an individualized education plan (IEP)? **Allowable Codes Are:** Y = Yes N = No or not applicable **Required Field**: Yes	Is this student officially considered to be participating in a Special Education Program?	October 1 December 1
6	**Primary Exceptionality**	2	Exceptionality area that describes the special education student's **primary** eligibility classification. **Allowable Codes Are:** 01 = Multiple Disabilities 02 = Orthopedic Impairment 03 = Visual Impairment 04 = Hearing Impairment	Local Special Education Directors can provide assistance with this data reporting.	October 1 December 1

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	DUE DATE
			05 = Emotional Disability (Full Time) 06 = Emotional disability (Other) 07 = Learning disability 08 = Developmental Delay (Ages 3-5A only) 09 = Communication disorder 10 = Mild Mental disability 11 = Moderate mental disability 12 = Severe mental disability 14 = Deaf-blind 15 = Autism spectrum disorder 16 = Traumatic brain injury 17 = Other health impairment Blank or Space = Not Applicable **Required Field: Yes,** If the answer to Special Education Participant is yes, then this is a required field	Age 3-5A, A 5A student is a student who is not eligible for school because their birth date falls after the official fall enrollment date for Kindergarten for this reporting year Code 13 omitted	
7	**Secondary Exceptionality**	2	Exceptionality area that describes the special education student's **Secondary** eligibility classification. **Allowable Codes Are:** 01 = Multiple Disabilities 02 = Orthopedic Impairment 03 = Visual Impairment 04 = Hearing Impairment 05 = Emotional Disability (Full Time) 06 = Emotional disability (Other) 07 = Learning disability 08 = Developmental Delay (Ages 3-5A only) 09 = Communication disorder 10 = Mild Mental disability 11 = Moderate mental disability 12 = Severe mental disability 14 = Deaf-blind 15 = Autism spectrum disorder 16 = Traumatic brain injury 17 = Other health impairment 99 = No secondary exceptionality Blank or Space = Not applicable **Required Field: Yes,** If the answer to Special Education Participant is yes, then this is a required field	Age 3-5A, a 5A student is a student who is not eligible for school because their birth date falls after the official fall enrollment date for Kindergarten Code 13 Omitted 99 = No Secondary exceptionality for the special education program participant	October 1 December 1
8	**School Choice**	1	Is this student attending this school because their school of residence did not make AYP the prior year? **Allowable Codes are:**	I = Identified by student request for transfer but did not transfer to the school of choice Y = This school is the school of choice; school of residence did not make AYP, student transferred to this school.	December 1 June

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	DUE DATE
			I = Identified Y = Yes this is the school of choice Blank or space = not applicable **Required Field**: Yes	This does not apply to students who prefer to go to Charter schools or Non public schools.	
9	**Gifted and Talented**	1	Is the student a Gifted and Talented <u>program</u> participant? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student in gifted and talented programs are evaluated and assessed before being placed in the GT program	December 1 June
10	**Homeless**	1	Was the student considered homeless at any time during the school year while attending this school? **Allowable Codes Are:** I = Identified Y = Served at any time during the school year N = No **Required Field**: Yes	Students should be considered homeless if they lack a fixed, regular, adequate, nighttime residence, including: 1. Students sharing housing due to loss of housing or economic hardship 2. Students living in emergency, domestic violence, or transitional shelter 3. Students living in hotels, motels, campgrounds, and trailer parks for lack of housing 4. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus and train stations for lack of housing Migratory children who live in the above circumstances Count students who are considered homeless beginning the summer, fall and spring of the current school year.	December 1 June
11	**Special Education Placement Type**	2	What type of program is the Special Ed student participating in? **Allowable Codes Are:** 20, 21, 22, 23, 24, 25, 50, 51, 52, 53, 54, 55, 56, 57 **Required Field: Yes,** If the answer to Special Education Participant is yes, then this is a required field	**Preschool Age (3 through 5)** 20 = Early Childhood 21 = Early Childhood Special Education 22 = Home 23 = Part-Time Early Childhood/Part-Time Early Childhood Special Education 24 = Residential Facility 25 = Separate School **School Age (6 through 21)** 50 = Regular classroom (0% - 20%) 51 = Resource Room (21% - 60%) 52 = Separate Class (+ 60%) 53 = Public Separate School Facility (+50%) 54 = Private Separate School facility (Day school) (+50%) 55 = Public Residential Facility (+50%) 56 = Private Residential Facility (+50%) 57 = Student's disability requires home services as determined by case conference committee	December 1

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	DUE DATE
12	Homebound/Hospital	2	Did the student receive instruction at home or at a hospital at any time during the school year due to illness or injury? **Allowable Codes Are:** 13 = Yes 14 = No 15 = Yes, with reoccurrences **Required Field**: Yes	Refer to Code 13 for Homebound/Hospital used by Special Education Division for special education participants Any student injured can be report here, it is not limited to special education participants 15 = Student was reported once for this year with injury/illness, returned to school and then suffered another Re-occurrence of same injury/illness Codes 13 and 15 will require verification of dates. Verification of Dates input will be available in the Application Center.	December 1 June
13	Special Education Referral	1	Was the student referred for special education evaluation but not placed in a program? Y = Yes N = No **Required Field**: Yes		December 1 June
14	Section 504 Plan	1	Is the student served by Section 504 Plan? **Allowable Codes are:** Y = Yes N = No Blank = Not applicable for 2004-2005 **Required Field**: Yes	Section504 Plan allows a student that does not have an IEP to take the ISTEP test with accommodations.	2005-2006 School Year
15	Corporation Assigned Student Id	15	Non-STN identifier assigned to the student by the school or corporation. Blank = Not applicable for 2004-2005 **Required Field**: Yes	This field is for schools that use a locally assigned student id, other than the STN Number, for their local records and would like it included with the ISTEP information. This will be used for ISTEP labels.	2005-2006 School year
16	Socio-economic Status (SES)	1	Is the student approved for free or reduced lunch? **Allowable Codes Are:** 1 = Student approved for free lunch 2 = Student approved for reduced lunch 3 = Student not approved for free or reduced lunch 4 = Not applicable **Required Field:** Yes		October 1 December 1

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	DUE DATE
17	Regular Transportation	1	Is the student provided regular school transportation? **Allowable Codes are:** Y = Yes N = No Blank= Not applicable for 2004-2005 **Required Field**: Yes	Y = Yes, student is provided school transportation N = No, student is not provided school transportation Student is provided transportation over 1 mile to the schools of the local corporation and enrolled in Grades K-12. Special Education Preschool students attending a program under IC 20-1-6-14-1 are considered regular transportation. Refer to Form30A for further explanation	2005-2006
18	Special Education Transportation	1	Is the student provided Special education transportation? **Allowable Codes are:** Y = Yes N = No Blank= Not applicable for 2004-2005 **Required Field**: Yes	Y = Yes, student is provided special education transportation N = No, student is not provided special education transportation Student with disabilities enrolled in Special education programs and provided transportation at additional cost to the corporation. Refer to Form30A for further explanation	2005-2006
19	Vocational Transportation	1	Is the student provided transportation to and from an area vocational school? **Allowable Codes are:** Y = Yes N = No Blank= Not applicable for 2004-2005 **Required Field**: Yes	Y = Yes, student is provided with vocational education school transportation N = No, student is not provided vocational education school transportation Transportation is provided to and from an area vocational school in one day. Refer to Form30A for further explanation	2005-2006
20	ESEA Title I Participant	1	Was this student a Title I participant at any time during the school year? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes		December 1 June
21	Facility	2	The student receives special education services from the public school district but is located in a facility that is not considered a public school or charter school. **Allowable Values are:** 01-08 when field #1 is 9999 99 when Field #1 is not 9999 **Required Field**: Yes	01 = Not a public school and not contracted for preschool (PW) students with disabilities 02 = District Wide Preschool 03 = Neglected and Delinquent Institutions 04 = Court ordered facility 05 = Nonpublic school, not accredited 06 = Health Institution 07 = Not a public school, contracted for preschool students with disabilities 08 = Out of State facility 99 = Not applicable, school number provided	December 1 June

References:

STN Calendar
STN Lookup data Layout – Stn number must exist in the stn lookup file.

Common Scenarios:

The following section contains several likely scenarios of student programs and services received and a description of how they would be reported.

Scenario #1: At the time of the collection, some of the specific program data are not available.

Reporting Result: A record for each student should be sent to the STN Application Center prior to the collection of a specific data collection cycle. This file contains information about the student that changes throughout the year and may not be available until a later date. This layout was designed around the planning needs of the Department. This file can be transferred several times throughout the year as soon as data is available. If the data for the student is not available or not applicable, the proper code or blank or space should be used. The file must contain all fields or a "place holder" for all fields.

Scenario #2: **Student receives services a portion of the day at a vocational school**.

Reporting Result: No data should be reported from the vocational school, as this is part of the student's education. Student data should be reported by the high school that sends the student to the vocational school.

Scenario #3: **A Special Education Student receives services from a Special Education Coop in another district. The cooperative is a school where the students enter the building.**

Reporting Result: The school number, field #1, should be the school where the student is located. This school is responsible for reporting data on these students and identifying the corporation of legal settlement, field #2, as being the corporation in agreement to send these students to this school.

Scenario #4: **A student receives services from an alternative school, which is designated as a program administered by their school district.**

Reporting Result: The school number, field #1, will be the school where the student will receive their diploma. This school is responsible for reporting data on these students. The alternative PROGRAM OR SCHOOL should not report any data.

Scenario #5: **Preschool students who are receiving specific services such as special education, ISTAR, or Title I.**

Reporting Result: The school number, field #1, will be the school number where the student is receiving services. Refer to the list of schools providing services.

Scenario #6: **Student enrolled in a nonpublic school receives services from the public school by attending the public school.**

Reporting Result: The school number, field #1, will be the school number where the student is receiving services. The PS record should be reported by the public school using the public school number. The nonpublic school, if accredited, will also report PS data for this student that is specific to the programs and services the student is receiving at the nonpublic school. The school number, field #1, will be the nonpublic school number.

Scenario #7: **Student enrolled in a nonpublic school receives services from the public school at the nonpublic school.**

Reporting Result in October: The school number, field #1, will be the school number where the student is receiving services, in this case the public school number where the teacher is housed or the public school in the vicinity of the nonpublic school. The PS record should be reported by the public school using the public school number. The nonpublic school, if **not** accredited, will not report PS data for this student.
Reporting Result starting in December: The school number, field #1, where the student is receiving services, the nonpublic school, will be left blank. The PS record should be reported by the public school or public district. Field #2 will be the corporation number of the public school providing the service. Field 21 will have the appropriate code for the type of facility where the student is receiving the programs and services from the public school or public district.

Example Data File Formats

The following section contains the example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

0001,8800,000105089,11,Y,01,02,,,,,,,,,1,,,,

Positional Format

```
          10          20          30          40          50          60          70          80          90
|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|
```

```
000188000010208911Y0102                                 1
```

E(x)tensible Markup Language (XML) Format

```
<XIF_PSData>
      <Corporation Id="8800">
            <School Id="0001">
                  <Student STN="000109089">
                        <SchoolUse GradeLevel="11" Residence="2305" />
                          <Demographics SpecialEducation="Y" PriException="01"
                              SecException="99" SocioEconomicStatus="1"
                              StudentId="10383673110" RegularTrans="Y"
                              SpecEdTrans="N" VocationalTrans="N"
                              SchoolChoice="I" GiftedTalented="Y"
                              Homeless="N" SEPlacement="51" Homebound="14" SEReferral="N"
                              ESEATitleI="N" Facility="07"
                              Section504Plan="N" />
                  </Student>
            </School>
      </Corporation>
</XIF_PSData>
```

Change History

The following section contains a history of changes made to the DOE-PS Data Layout from the prior version.

Version Number	Change History
02.09.05	Instructions and Due Dates changed for JUNE collection. Changes made to support the collection of DOE-AT and DOE-TI, Stewart Mckinney Homeless, Gifted and Talented, and School Choice.
12.06.04	In the instructions clarification on additional fields added. Gifted and Talented note added.
11.29.04	Collection period changed for December, this must coincide with DOE-ME. Field 21, fields 1-8 and 99 are valid values. Reporting a student section changed for clarification.
11.23.04	Data specifications added for clarification. Codes add to facility, field 21, 9999 added for corp and school number, notes added for clarification, due dates included for clarification, XML tag for SeReferral changed.
11.09.04	Instructions changed for December collection
10.29.04	XML for field all fields added
10.27.04	Note on when the preliminary data layout will change. Field #1 should refer to field 21 not field 12. Scenarios added, instructions and explanations added based on requested information. Field 21 codes added.
10.07.04	Added file format section, clarification on grade level for PK, clarification of data collection period. Field 11 code 57 added, code 15 added in field 12, field 21 added. Please note, all 21 fields will not be expected until the DECEMBER collection.
09.20.04	Field 16 SES codes changed, specific instructions on reportable schools added.
09.17.04	Required Field Notation added.
09.09.04	Original release of new collection, preliminary data layout posted.